



Non-Merit Job Vacancy Announcement

Fair Board Manager – Event Management

Pay Grade:	0	Position Type:	Full Time
Salary or Range:	Minimum \$48,000 commensurate with qualifications	Work Schedule:	Variable based on event needs
FLSA Designation:	Exempt	Work Week:	37.5 hour workweek

Agency: Kentucky State Fair Board
Work Address: Kentucky Exposition Center, 937 Phillips Lane, Louisville, KY 40209
Work County: Jefferson

AGENCY COMMENTS:

The Kentucky State Fair Board (KSFB) is home to the sixth largest convention space in the United States with over 1.5 million square feet of space and includes the Kentucky Exposition Center (KEC) and the Kentucky International Convention Center (KICC). The KSFB is charged with advancing the Commonwealth's tourism industry and economy by providing entertainment, tradeshow, conventions and public gatherings, and providing an annual economic impact of over \$500 million.

The Kentucky State Fair Board is seeking a qualified and experienced supervisor to oversee the Event Management team at the Kentucky Exposition Center. This position is required to work more than 37.5 hours per week or alternate schedule such as nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

DESCRIPTION OF JOB DUTIES:

This position is a non-merit, ungraded Fair Board Manager position in the Kentucky Exposition Center Event Coordination Branch to coordinate all event/show setup with lessees and the Sales Division in order to provide a quality finished venue product from contract development, event move in and production, through move out and final billing. The position will manage staff and develop new talent, and make recommendations to executive staff.

Essential functions include:

- Daily supervision and oversight of the Event Management team.
- Work with the EM team to ensure they are adhering to established timelines and that customers are being responded to in a timely manner.
- Adheres to KSFB core values and service expectations and ensures the EM team also adheres to the core values & service expectations.
- Monitors production of departmental correspondence (work orders, security memos, equipment/service orders, billing, etc.) for timeliness and accuracy.
- Schedule EM team and conduct performance reviews.

MINIMUM REQUIREMENTS:**EDUCATION:**

- 4-year College Degree
 - Event Management experience beyond 5 years will count toward education on a year for year basis.

EXPERIENCE:

- At least 5 years of Event Management experience, preferably in Convention Center or Arena venues
- At least 5 years of supervisory experience

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:**(DEADLINE:)**

[Posted on: 08/09/2016]

Contact Information: Interested applicants should send a cover letter, resume, and at least 3 professional references to the Kentucky State Fair Board to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130 or via email: pherberg@ksfb.ky.gov

Contact Name: Paul Herberg, HR Director

Contact Method: Email: pherberg@ksfb.ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE RPROVIDED UPON REQUEST.